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02 JUL 84

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operation, Maintenance
and Engineering Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

FROM:

[REDACTED]
Chief, Information and Management Support
Staff, OL

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SUBJECT:

Office of Logistics Quarterly Planning
Conference

REFERENCE:

Multiple-addressee memo fm C/P&PS/OL, dtd
05 Oct 1983, subj Fourth Quarter Objective
Review, and Planning Program for FY 1984
(OL 4138-83)

1. The Office of Logistics' (OL) third FY 1984 Quarterly Planning Conference with the DDA has been scheduled for 25 July 1984, 0930 hours, room [REDACTED] Updates for selected "FY 1984 Directorate-Level Objectives" will be presented at the conference. In preparation for the conference a dry run presentation to the Director of Logistics has been scheduled for 23 July 1984, 1330 hours, [REDACTED] Building. An agenda for both the dry run and the conference is at Attachment A.

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2. Objective presentations to the DDA should not exceed five minutes and should cover the accomplishments and activities scheduled for the third quarter, problems and shortfalls, plans for the next quarter, and the long-term outlook for accomplishing the objective on schedule. At a minimum, an updated milestone chart should be used as a visual aid. Please provide updated milestone charts to IMSS by 13 July 1984. Responsible officers for those objectives being presented are encouraged, whenever possible, to use photographs, viewgraphs, charts, etc., to supplement their oral presentations to the DDA.

OL 4122 84

SUBJECT: Office of Logistics Quarterly Planning Conference

3. In addition to the above and as described in the referent, updates to "FY 1984 Office-Level Objectives" will be presented to the Director of Logistics at the staff and division biweeklies, scheduled as follows:

RECD	09 July	0900 Hours
HOME	10 July	0930 Hours
IMSS	11 July	0900 Hours
SD	16 July	0900 Hours
SS	16 July	1030 Hours
P&PD	17 July	0930 Hours
PD	18 July	0900 Hours
PMS	18 July	1000 Hours

Each OL component is responsible for presenting objective updates to the Director of Logistics. Milestone charts should be used to make presentations, and a copy should be provided to IMSS. IMSS will be represented at each of the biweeklies.

4. We have attached listings of "FY 1984 Directorate-Level Objectives" (Attachment B) and "FY 1984 Office-Level Objectives" (Attachment C) for easy reference. You should refer to the OL Five-Year Plan for a list of all objectives through FY 1988 and to the reference for additional information on objective reporting requirements.

5. Questions concerning the Quarterly Planning Conference or the biweekly presentations should be directed to on extension

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A G E N D A

Office of Logistics Quarterly Planning Conference
25 July 1984 - 0930 Hours



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Opening Remarks

Objectives

Complete Basic Operational Capability
of the Digital Prepress System

Implement the DDA's "Quality of Life
Program"

Establish Overseas Personal Computer
Capabilities

Implement Corrective Action to
Customer Surveys in LSD

Resolve Issues of Agency Takeover of
M&O of Headquarters Facilities from
GSA

Report on OL Activities aimed at
providing information/education for
Agency employees

Closing Remarks

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FY 1984 DIRECTORATE-LEVEL OBJECTIVES

Reportable to the DDA at Quarterly Planning Conference

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

Home Operation, Maintenance and Engineering Division (HOME)

- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.

FY 1984 Directorate-Level Objectives (continued)

- Implement corrective action to problems uncovered in the P&PD customer services questionnaire.

Procurement Division (PD)

- Expand personnel exchange program with external agencies.
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Real Estate and Construction Division (RECD)

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- [REDACTED]
- Resolve issues of Agency takeover of M&O of Headquarters facility from GSA.
 - Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Supply Division (SD)

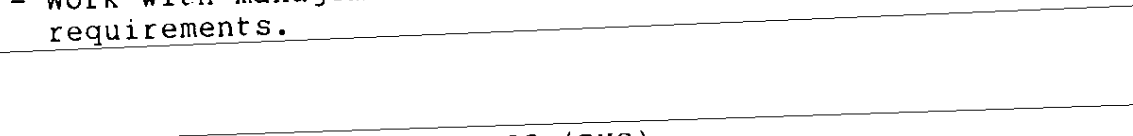
- STAT
- [REDACTED]
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.
- STAT
- [REDACTED]

FY 1984 OFFICE-LEVEL OBJECTIVES

Reportable to the Director of Logistics
at Biweekly Sessions

Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.



Procurement Management Staff (PMS)

- Reorganize Procurement Management structure.
- Integrate CONIF with LIMS.

Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

Home Operation, Maintenance and Engineering Division (HOME)

- Improve the response time of the Architectural Design Staff.
- Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
- Publicize LSD's Interior Design Consultant.
- Resolve problems associated with DCI portraits.
- Continue to improve the physical environment and quality of food in the EDR.

Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Evaluate the feasibility of making Foreign Standards Video-Tape Conversion available to the Agency.
- Conduct a P&PD Bindery Automation Study.
- Develop an automated Maintenance Program System for Division application.

FY 1984 Office-Level Objectives (Continued)

Real Estate and Construction Division (RECD)

- Construct Northside utility lines to Headquarters, including electrical feeders.
- Install dual setpoint summer/winter thermostats at Headquarters.

Supply Division (SD)

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- [REDACTED]
- Prepare feasibility study and recommendations for efficient repair and return of equipment.
 - Establish a VM program to monitor usage of packaging supplies and material on a yearly basis, including a reorder cycle.
 - Develop a purification program to improve the viability of the ICS database prior to implementation of LIMS.
 - In cooperation with P&PD, prepare a briefing motion-picture film on Supply Division organization/activity at Headquarters and in the field.
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- [REDACTED]

- Update GSA-leased vehicle inventory and establish vehicle records in the FARS minicomputer system for financial tracking in conjunction with OF.
- Establish with a major customer of Logistics the capability to remotely and electronically input directly to the ICS stock issues.